

# TEMPORARY FOOD STANDS

Guidelines for Food Vendors



City of Milwaukee Health Department

# APPLICATION & LICENSING INFORMATION

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## What Is A “Temporary” Food Stand?

A temporary food stand is a place where food is prepared, handled or sold, and operates:

- from the **same location**
- at a **single event** or celebration such as: a fair, carnival, festival, public exhibition, or occasional sales promotion.

## Is A License Required To Operate A Temporary Food Stand?

Yes! In Milwaukee, each food stand that serves the public must be licensed by the City of Milwaukee Health Department. Exceptions are: churches, religious groups, fraternal or youth organizations, service clubs, patriotic, civic, or charitable organizations that operate **no more than 1 day in a 12 month period**. However, these operators must still comply with Health Department rules.

## Why Is A Temporary Food Dealer License Needed?

A license acknowledges that a vendor (dealer) has met requirements that help ensure food is handled safely and is prepared under sanitary conditions. The Temporary Food Dealer license is required by law. (The Health Department enforces the temporary events requirements contained in the City of Milwaukee Code of Ordinances, Chapter 68, and the Wisconsin Administrative Code, Chapter HFS 196 and Chapter ATCP 75.)

## How Is A Temporary Food Dealer License Obtained?

To obtain a license, a food dealer operating within the city of Milwaukee must contact:

The City of Milwaukee Health Department  
Consumer Environmental Health Division  
Frank P. Zeidler Municipal Building  
841 North Broadway, Room 304  
Milwaukee, WI 53202-3653

Phone: (414) 286-3674  
Fax: (414) 286-5164

You can apply in person, by mail, or by fax between the hours of:

8:00am – 4:15pm  
Monday through Friday

## How Soon Should I Start Planning?

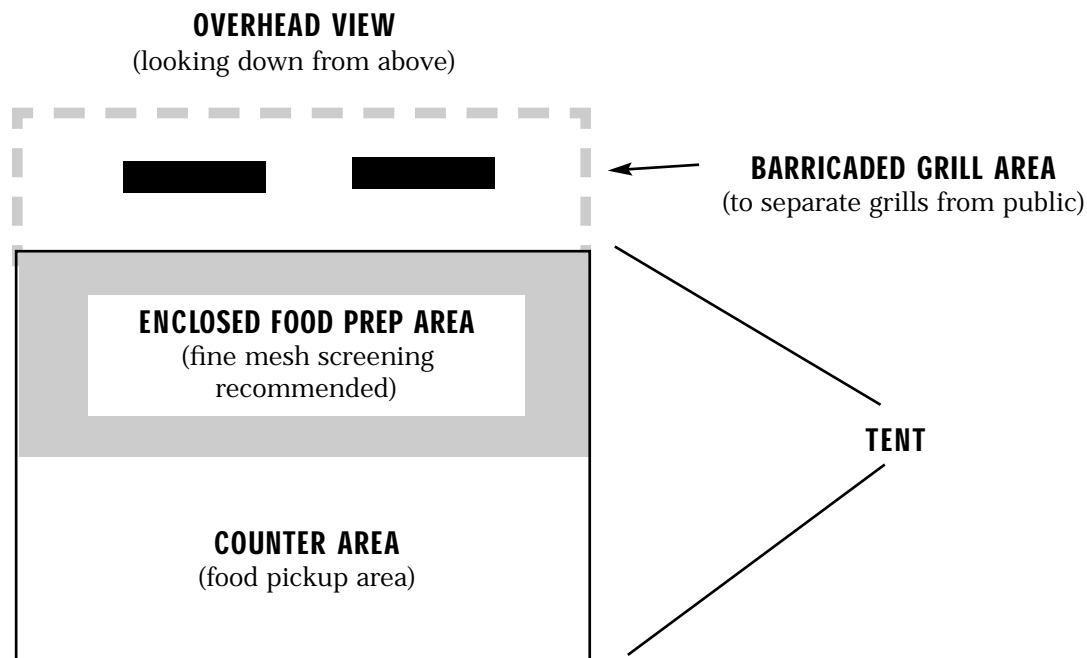
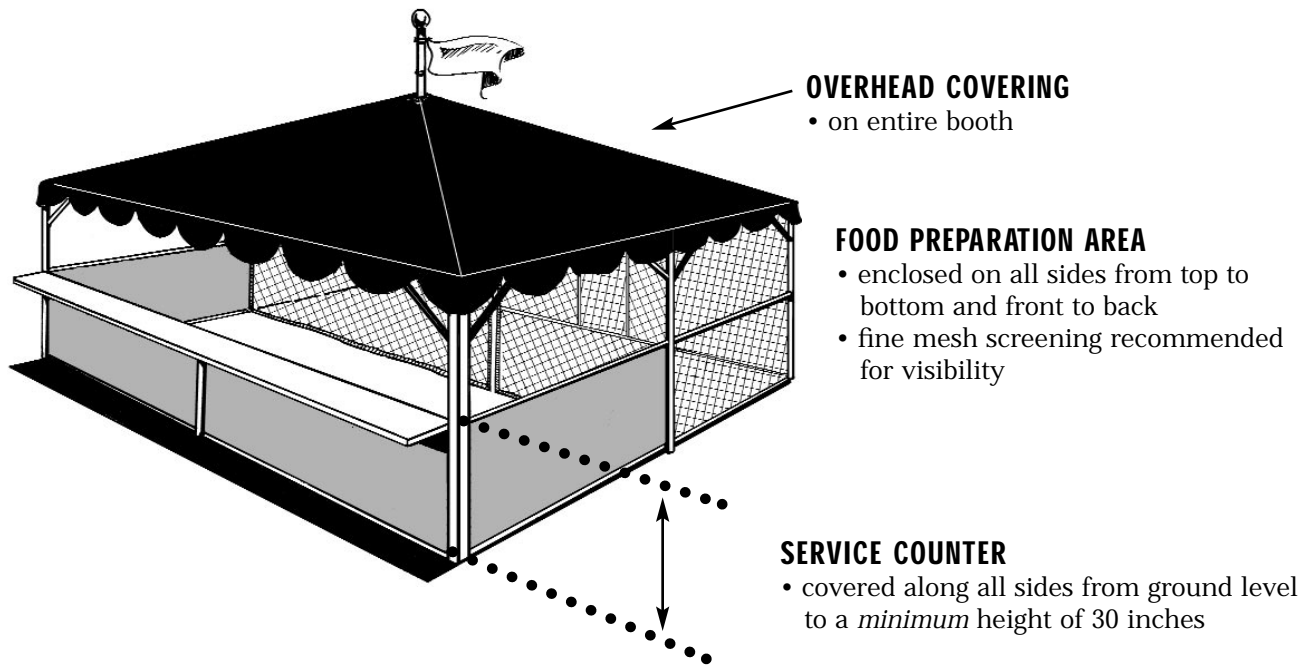
Begin preparations early. The Health Department must receive the application at least **30 DAYS PRIOR TO THE EVENT** to allow for review and processing. Full payment of the license fee is required by check or money order at least 5 days before the start of the event or a late fee will be charged. **For weekend operation, please be sure fees are paid by the close of business on Friday. (Out of state checks are not accepted.)**

The Temporary Food Dealer license is issued to the vendor **at the site** of the event **if the food stand is in full compliance with all health regulations**. A final inspection is made at the event site before the license is issued.

# TEMPORARY FOOD STANDS

These guidelines have been developed to help temporary food vendors set up and operate food stands in a safe and sanitary manner at a temporary event site. These guidelines are also designed to help reduce the common factors known to cause food borne illnesses.

## PROPER TENT SETUP FOR FOOD PREPARATION



# CONSTRUCTION OF AN OUTDOOR TEMPORARY FOOD STAND

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## Location

**A temporary food stand must be located at least 100 feet away** from any enclosure housing animals, sources of odors or other nuisances.

## Construction

Temporary stands must have a roof and sidewalls made of approved materials such as wood or canvas, which will provide protection from splash, dust and inclement weather.

The following areas are to be effectively enclosed with fine mesh fly screening:

- Food preparation areas
- Food assembly areas
- Utensil washing areas

The food preparation area shall be completely enclosed and must have a food pass-through opening and an entry door to the food preparation area.

## Floors

Dirt floors shall be covered with approved material such as sealed wood racks, plywood or shredded bark, which will provide protection from splash and dust. The use of sawdust or similar dust producing materials is prohibited.

## Cooking Equipment

**Cooking equipment, other than barbecue grills, must be kept under cover** or shelter.

## Fencing or Barricades

**All grill areas must be fenced in or barricaded** so they are inaccessible to the public.

## A Helpful Checklist

- ☐ **Have sufficient electrical power** available for all electrical equipment.
- ☐ **Provide a heating unit** to heat water for utensil and hand washing.
- ☐ **Do not use containers (55 gallon barrels)** as cooking devices if once used to store toxic products.
- ☐ **Securely fasten all carbon dioxide and propane tanks** in an upright position to eliminate the danger of tipping or falling.
- ☐ **Provide rubbish containers** in adequate number in and around the food stand. Empty them often to prevent flies, odors, and other nuisances.
- ☐ **Do not empty grease and liquid wastes** on the ground or street and NOT into the storm sewerage system.
- ☐ **Locate approved fire extinguishers** with a minimum 1A rating and adequate for 3,000 square feet of coverage in the food stand. Have a 40BC fire extinguisher for any grease producing equipment.
- ☐ **Use water hoses constructed of food grade materials** approved by USDA, FDA, and NSF for food preparation and hand washing. Hose connections should be elevated off the ground to prevent submersion in contaminated water.
- ☐ **Use an approved backflow prevention device** to protect water supplies that are connected to hoses.
- ☐ **Supply approved drinking (potable) water** for use in food preparation, utensil washing and employee hand washing.
- ☐ **Use food grade water containers** to transport water when pressurized water is unavailable. The containers must be made of smooth, nonabsorbent material with tight fitting covers.

# FOOD SAFETY

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## Approved Food Source

**All food and food preparation must be approved** by the Health Department.

**Home canned and home-prepared foods are not acceptable.** Food must be prepared in the temporary food stand or at a commercial facility approved by the Health Department.

**Documentation of purchase place and/or preparation place** must be made available by operators of the stand upon request of a health inspector.

**POTENTIALLY HAZARDOUS FOOD** is food consisting in whole or in part of milk or milk products, eggs, meat, poultry, fish, shellfish, edible crustacea or other products, or synthetic ingredients capable of supporting rapid or progressive growth of infectious or toxigenic micro-organisms.

*Examples: hamburger, hot dogs, chicken, deviled eggs, custard, oysters, refried beans, cooked rice, cut melons, etc.*

## Proper Food Handling / Proper Storage

Install non-absorbent food preparation and cutting surfaces that are smooth and easily cleanable. Approved surfaces include acrylic, stainless steel or hard maple butcher block surfaces.

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### Avoid cross-contamination of foods:

- **Do not mix or use the same bowls and utensils** when preparing raw foods and foods that will not be cooked before serving.
  - **Store raw food, especially meats, below or away from foods** that will not be cooked before serving. If using chest type coolers, store raw and ready-to-eat foods in separate coolers.
  - **Use separate cutting boards** for meat, poultry, raw fruits and vegetables, or wash, rinse, and sanitize between uses.
  - **Wash exterior surfaces** of raw fruits and vegetables.
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**Wash hands BEFORE** handling food, especially ready-to-eat foods, and before putting on gloves.

**Wash hands AFTER** handling raw foods, using toilet, coughing or sneezing, smoking, eating, touching hair or face, disposing of garbage, or after any activity that may contaminate hands.

**Do not use bare hand contact with ready-to-eat foods.** Use utensils, tissue or single-use gloves. Wash, rinse, and sanitize utensils between uses.

**Avoid preparing food in advance of serving** to eliminate the potential for *contamination* or *temperature* abuse.

**Store food in food grade containers** that are smooth, nonabsorbent and easily cleaned. (***Styrofoam or plastic garbage bags may not be used.***)

**Protect by covering or wrapping food** that will be placed in the refrigerator, hot-holding unit, or in dry storage. When cooling hot food in the refrigerator, keep lids ajar until food cools to 41°F.

**Store food products at least 6 inches off the floor or ground surface.**

**Store all single-service utensils in their original closed container** or effectively protect from dust, insects, and inclement weather. Keep them at least 6 inches off the floor or ground.

**Be certain to date and label ready-to-eat, potentially hazardous, refrigerated food** when opened or at time of preparation if holding more than 24 hours, indicating that it must be:

- Consumed or sold within 7 days
- Discarded after 7 days
- Frozen within 7 days

If freezing:

- Food must be dated/labeled *before* freezing to indicate length of time food was opened or in preparation, and length of time held in refrigeration.
- Food must be dated/labeled *after* thawing to indicate it is to be discarded after 7 days, including days prior to freezing.

**Discard undated ready-to-eat, potentially hazardous refrigerated food** when held for more than 24 hours after opening or preparing.

# FOOD SAFETY

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## Proper Dispensing of Condiments & Single Service Products

**Use approved multi-service dispensers** to serve condiments (sugar, cream, ketchup, mustard, salsa, etc.), supply in individual packets, or have an employee serve them.

**If using unwrapped single service articles, display or dispense in a manner that prevents contamination.** These include straws, knives, forks, spoons, napkins, etc. Place flatware in a container with handles held upright, or dispense so only the handles are touched by employees and customers.

**Keep paper cups in a covered dispenser or in their original plastic sleeve.** Dispense by the cup bottom to prevent contamination of the cup's interior and lip contact surfaces.

## Proper Cooking & Temperature Control

**Use an approved metal stem food thermometer,** which reads 0–220°F on the dial and is accurate to  $\pm 2^\circ\text{F}$ . **Check** temperatures while cooking and holding hot and cold foods.

## Proper Cooking & Cooling

**Cook throughout and without interruption:**

- **Poultry, poultry stuffing, stuffed meat and stuffing containing meat** to 165°F for 15 seconds
- **Ground beef/hamburger** to 155°F for 15 seconds
- **Uncooked brats or polish sausage** to 155°F for 15 seconds
- **Whole pork, beef roasts, and ham** to 145°F for 4 minutes\*
- **Pork chops/ribs** to 145°F for 15 seconds\*
- **Fish** to 145°F for 15 seconds
- **Raw shell eggs** prepared for immediate service to 145°F for 15 seconds
- **Fruits and vegetables** cooked for hot-holding to 140°F

\* Refer to **Time and Temperature chart** on last page of booklet for additional cooking times and temperatures.

**Provide mechanical refrigeration** when holding potentially hazardous food more than 2 hours. Keep food at 41°F or below.

For food that is held less than 2 hours, approved “blue ice” may be used in insulated portable chest coolers to keep food at 41°F or below.

Hot foods must be cooled from 140°F to 70°F in 2 hours and from 70°F to 41°F or below in 4 hours. To aid in cooling use an ice bath and stir frequently before refrigerating. Refrigerate in clean, shallow pans. Keep lids ajar until the product is completely cooled to 41°F or below. Check temperature frequently and do not nest pans on top of each other.

Unpackaged food may not be stored in direct contact with undrained ice.

**Rapidly reheat leftover potentially hazardous food to 165°F for 15 seconds** before being served or put into hot holding units. Steam tables and crock-pots are not designed for reheating of food and may NOT be used for this purpose. **Keep hot-held foods at 140°F or above.**

**Thaw foods properly:**

- **In refrigerator** - 41°F or below
- **Under cold running water** - 70°F or below
- **In microwave oven** - on defrost or low when an uninterrupted cooking process immediately follows.

## Drink Ice

**Use a metal or plastic scoop** to dispense ice.

**Keep drink ice separate** from ice used to cool cans or bottles. Ice used for cooling cannot be used as drink ice. Do not store food in drink ice.

**Maintain a 50ppm-chlorine (bleach) residual** in ice used to cool canned or bottled beverages, or continuously drain ice water from the storage unit. *Do not allow cans and bottle tops to become submerged in water.*

**Store ice 6 inches off the floor or ground** to prevent contamination from dust, splash and other hazards.

**Store ice in a self-draining, approved container** if used for human consumption.

# SANITATION & HYGIENE

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## Wiping Cloths

Use **separate containers and cloths** for wiping food contact surfaces and non-food contact surfaces.

**Store in separate sanitizing solutions** of 100ppm chlorine (bleach) between uses and change solutions when dirty (1/4 oz. or 1 1/2 tsp. bleach to 1 gal. water = 100ppm or parts per million). If using other sanitizing chemicals follow label instructions.

## Liquid & Solid Waste Disposal

**Connect to an approved sewerage collection system** when *available*.

**Collect liquid wastewater in a container of sufficient size** kept at each food stand when an approved sewerage system is *unavailable*. Have a disposal company pick up the containers, or dispose of in a sink or drain connected to a *sanitary sewerage* system.

**Do not empty wastewater containers on the ground or street** and NOT into the *storm sewer*.

**Place paper waste and garbage in a refuse container** inside the food stand and empty the container as often as possible.

## Proper Set-Up for Employee Hand Washing

**Supply approved potable (drinking) water** for employee hand washing. Any water hoses should be of food grade quality and hose connections should be elevated off the ground.

**Use a single compartment sink or pre-wash sink** when **pressurized water is available**, along with soap and single service towels.

**Use warm water from an insulated container with a free flow spigot** when pressurized water is **unavailable** for washing and rinsing hands. Collect dirty water in a bucket. See illustration at right.

**Wash hands properly** using soap, warm water, and single service towels. The use of disposable plastic gloves or a sanitizing solution is not a substitute for hand washing.

## Proper Set-Up When Washing Utensils

Use an approved sink if pressurized water is available and follow these steps:

### 5-Step Utensil Washing Procedure

1. **Pre-wash**
2. **Wash** in hot soapy water.
3. **Rinse** in clear water.
4. **Sanitize** using an approved chemical sanitizer.
5. **Air Dry**

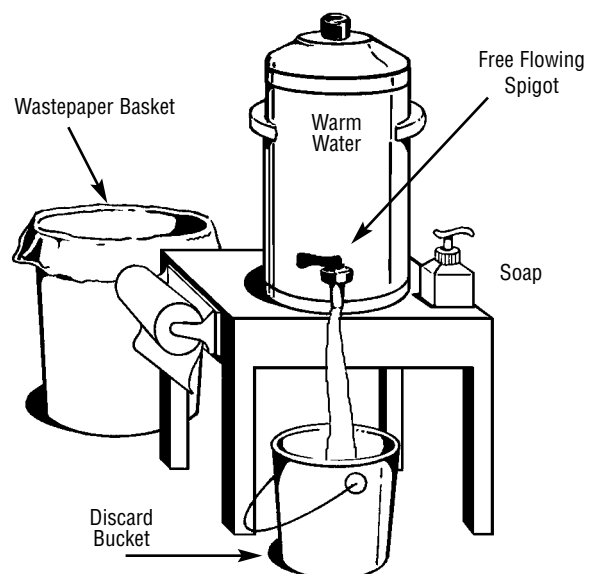
**Use a 4-Basin Set-Up** when water under pressure is **not available**.

**Label** the basins:

1. Pre-wash
2. Wash
3. Rinse
4. Sanitize

and follow the 5-step procedure above.

**Check the concentration of the sanitizing solution** with an approved chemical test kit kept available and appropriate for the type of sanitizer used.



# SANITATION & HYGIENE

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## Proper Storage of Cleaning Aids

**Store cleaning aids away from food.** All chemicals must be used according to label directions.

**Properly label containers of poisonous or toxic materials** for easy identification of content. Store them away from food, equipment, utensils and single service articles.

## Food Handlers' Health

(e.g.: cooks, wait staff, dishwashers)

Food handlers must:

- **Be excluded** from the establishment if experiencing a *foodborne* illness such as salmonella, shigella, E.coli 0157:h7 or Hepatitis A.
- **Be restricted**, if experiencing diarrhea or intestinal illness that is *not foodborne*, from working with exposed food, or clean equipment, utensils, linen, and unwrapped single-service and single-use articles. Call the Health Department if you have questions about whether a food handler should work when experiencing other symptoms.
- **Keep hands free of open cuts or sores** of any kind. Exclude these employees from food preparation unless lesions are covered with an impermeable finger cot or stall, and a single-use glove.
- **Maintain good personal hygiene**, wear clean outer garments and effective hair restraints. Follow good hygienic practices while engaging in food preparation or service.
- **Have clean fingernails** that are well trimmed.
- **Use no form of tobacco** while engaged in food preparation or service, or while in areas of equipment or utensil washing.
- **Avoid wearing dangling or excessive jewelry** while preparing food.

## Controlling Vermin

**Use pesticides approved** for use in food establishments. Use according to the manufacturer's label and store away from equipment, utensils and food to prevent contamination.

Only use pesticides for vermin control after removing or storing food and utensils.

**Sticky fly paper is allowed**, but do not locate over food preparation and serving areas, over displayed food or over utensil washing sinks.

### Remember,

- When in doubt, throw it out.
- First in, first out (FIFO)
- A place for everything, and everything in its place.



# PERMITS AND LICENSES

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*One or more of the following permits and/or licenses must be obtained in advance of operating temporary events.*

## Aldermen's Approval for Community Events

(414) 286-2221

## Parade Permits

Police Department  
(414) 935-7428

## Food License

Required of every stand or space where food is prepared, served or sold at a fixed location in conjunction with a single event.  
*(See information inside.)*

## Noise Variance

Required if amplified music might exceed noise limitations

Department of Neighborhood Services  
1673 S. 9th St.\*  
(414) 286-3535  
*\* call for updates in office location*

## Special Event Permit

Required to use the public right-of-way when barricading streets or sidewalks, closing streets, modifying traffic signs, hooding parking meters and providing stages, dumpsters and fences

Department of Public Works  
841 N. Broadway, Rm. 509  
(414) 286-3329

## Seller's Permit

Required to sell food or other merchandise

Wisconsin Department of Revenue  
819 N. 6th St., Rm. 408  
(414) 227-4444

## Inspections and Permits required for:

Tents (over 600 sq. ft.), bleachers, LP gas units, fireworks displays, other temporary structures, electrical and plumbing work

For Permits contact:

The Milwaukee Development Center  
809 N. Broadway, 1st flr.  
(414) 286-8211, ext. 4

For Inspections contact:

Department of Neighborhood Services  
841 N. Broadway, 10th flr.

Construction:	(414) 286-2514	Rm. 1016
Plumbing:	(414) 286-3361	Rm. 1017
Electrical:	(414) 286-2532	Rm. 1015

## Water Works Special Permit

Required to utilize street fire hydrants

Water Works  
841 N. Broadway, Rm. 409  
(414) 286-3710

## Alcoholic Beverage / Carnival Ride Permits

Required to serve and sell alcoholic beverages (specific eligibility requirements)

Office of the City Clerk  
200 E. Wells St., Rm. 105  
(414) 286-2238

### \* Time and Temperature chart

*for cooking whole beef roasts, corned beef roasts, pork roasts and cured pork such as ham.*

Temperature degrees C (F)	Time §	Temperature degrees C (F)	Time §	Temperature degrees C (F)	Time §
54 (130)	112 min.	62 (144)	5 min.	67.2 (153)	34 sec.
56 (132)	71 min.	63 (145)	4 min.	67.8 (154)	27 sec.
57 (134)	45 min.	63.3 (146)	169 sec.	68.3 (155)	22 sec.
58 (136)	28 min.	63.9 (147)	134 sec.	68.9 (156)	17 sec.
59 (138)	18 min.	64.4 (148)	107 sec.	69.4 (157)	14 sec.
60 (140)	12 min.	65 (149)	85 sec.	70 (158)	11 sec.
60.6 (141)	9 min.	65.6 (150)	67 sec.	70.6 (159)	10 sec.
61 (142)	8 min.	66.1 (151)	54 sec.	71.1 (160)	10 sec.
61.7 (143)	6 min.	66.7 (152)	43 sec.		
§ Holding time may include postoven heat rise					

## NOTES:

# TEMPORARY FOOD STANDS



City of Milwaukee Health Department • Consumer Environmental Health Division • 414-286-3674

The City of Milwaukee Health Department does not discriminate on the basis of race, color, national origin, or disability. Persons needing disability assistance information, language assistance, or interpreter services call 286-3524 or (TTY) 286-2025.

Visit Consumer Environmental Health at the City's web site: [www.milwaukee.gov/citygov/health/CEH](http://www.milwaukee.gov/citygov/health/CEH)